

**City of Dexter
Zoning and Subdivision Ordinances Sub-Committee
Virtual Meeting
Monday, February 1, 2021
5:00 – 6:30 p.m.**

MINUTES

The Virtual Meeting of the Zoning and Subdivision Ordinances Sub-Committee began at 5:20 pm with the following Members in attendance:

Thomas Phillips, PC
Karen Roberts, PC

Wa Hubbard, CC
Kyle Marsh, PC

Jamie Griffin, CC
Chris Wallaker, ZBA

Also present: Megan A. Masson-Minock (CWA), Michelle Aniol (Community Development Manager), Mike Auerbach (Assistant Planner), Justin Breyer (Interim City Manager)

1. Introductions

Sub-Committee Members introduced themselves.

2. Purpose of the Zoning Ordinance and Subdivision Control Ordinance

Ms. Masson-Minock summarized the purpose of the Zoning Ordinance and Subdivision Control Ordinance.

3. Scope of Revisions

a. Zoning Ordinance

Ms. Masson-Minock summarized the Zoning Ordinance Articles that are within the scope of the Sub-Committee's work, the purpose of those Articles, and the Articles that are not within the Sub-Committee's scope of work.

b. Subdivision Control Ordinance

Ms. Masson-Minock explained that the Subdivision Control Ordinance will be predominately new content.

4. Role of the Sub-Committee

5. Schedule

a. Review and adjust overall schedule

Ms. Masson-Minock presented a draft schedule and requested feedback from the Sub-Committee. Sub-Committee Member comments included:

- Start with least-complex Articles.
- Parking requirements are a complicated topic that may need to be reconciled with revisions in other Articles, and should be reviewed towards the end of the Sub-Committee's timeline.
- Sign Article revisions will require extensive discussion. Education will be important.

Ms. Masson-Minock proposed a revised schedule with no objections from the Sub-Committee Members.

b. Review and adjust format of sessions

Ms. Masson-Minock summarized the proposed session format:

1. Check in
2. Review of previous work (10-25 minutes)
3. Discuss and draft for topic of the session (45-60 min)
4. Preview of topic for next session
5. Check out

c. Discuss what sub-committee needs to prepare for each session.

Ms. Masson-Minock presented the draft monthly timeline for Sub-Committee Members to submit written comments on meeting content, and that materials will be distributed prior to meetings.

6. Decide how we make decisions.

Ms. Masson-Minock summarized the Sub-Committee's decision-making process as follows:

Raise issues, have discussion, majority-rule votes with straw polling as needed. The Planning Commission could be engaged for input if it becomes necessary.

Sub-Committee Members discussed options for public engagement and publishing educational information for the public and the City's Boards, Commissions, and Council.

7. Preview of next session – ~~Parking, loading, landscaping~~

Ms. Masson-Minock presented an overview of the draft Environmental Article.

8. Next steps

The Sub-Committee will review the draft Environmental Provisions Article at the March, 2021 Meeting.

Staff will prepare a shared DropBox folder to distribute meeting materials and copies of the draft Articles where Sub-Committee Members can suggest edits and provide comments. The shared folder will include the feedback from the Sub-Committee's kickoff meeting.

Staff will create a Sub-Committee webpage on the City's website.

Respectfully submitted,

Mike Auerbach
Assistant Planner

Approved for filing: March 1, 2021